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James A. Carder
Director
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M E M O R A N D U M

TO: Agency Payroll and Personnel Officers
FROM: Division of Accounting
DATE: August 16, 2002
RE: National Medical Support Notice Processing

On August 28, 2002 the Missouri Division of Child Support Enforcement will begin using a standardized national form called the National Medical Support Notice (NMSN) to order medical coverage for children. The enabling legislation, Senate Bill 923, requires the use of this national form and was passed in the last legislative session and signed by Governor Holden. To read more about the form visit the Child Support Enforcement web site at www.dss.state.mo.us/cse/nmsn/index.htm.

The Office of Administration will receive the NMSN from the Division of Child Support Enforcement for employees of state government agencies. The following steps will be taken to carry out the requirements of the notice:

National Medical Support Notice (NMSN) Processing

- Division of Child Support Enforcement (DCSE) receives new employee notification
- DCSE forwards Withholding Order and NMSN to OA/Accounting
- OA/Accounting reviews Part A, Questions 1, 2, and 3
 - If any apply, the form is returned to the issuing agency, normally DCSE
 - If 1, 2, and 3 do not apply, OA/Accounting researches health care enrollment status of employee, additional cost of children's health care and determines if the additional cost exceeds maximum allowable deductions.
 - If exceeds maximum allowable deductions, Part A, Question 4 is marked and returned to the issuing agency.
 - If additional cost does not exceed maximum allowable deductions, Part B is forwarded to employee's agency.

- Employee's agency contacts the Health Care Administrator (MCHCP, MODOT/MSHP Medical Plan, Conservation Medical Plan) and forwards Part B to them for enrollment of children. After consultation with the Health Care Administrator, agency enters applicable health care deduction changes on employee payroll records for the next regular paycycle.
- Health Care Administrator notifies DCSE of coverage.
- Health Care Administrator forwards children's health care coverage information to custodial parent.

As you can see, each agency is responsible for coordination with your health care plan administrator and entering the necessary changes to the employee's health care deductions. If you have any questions, please contact Jack Dothage at (573) 751-3289 or dothaj@mail.oa.state.mo.us.

JD:tv/oper/jdmedicalsupportnotice